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1.0 PURPOSE AND SCOPE

This standard provides editorial and consistency standards to be used during the preparation of new documents, or documents with revisions placed in IDMS, and revision of documents in conjunction with TFC-ENG-DESIGN-C-25 . This standard works in conjunction with MSC-PRO-RM-184, which provides guidelines for the preparation of scientific and technical information (STI) products for submittal to the Office of Scientific and Technical Information (OSTI).

Attachments are provided to guide document preparation and release:

- Table 1 provides examples of how references are cited in text or in a reference section
- Attachment A describes a recommended document style
- Attachment B provides examples of page headers and footers
- Attachment C provides examples of figure formats
- Attachment D provides examples of table formats
- Attachment E provides examples of common words and word usage
- Attachment F provides examples for citing electronic sources of information
- Attachment G provides guidelines for checking a document prior to release
- Attachment H provides guidelines for the preparation of scientific and technical information (STI) for submittal to the Office of Scientific and Technical Information (OSTI).

This standard does not apply to procedures, guidance documents, or other administrative documents governed by TFC-BSM-AD-C-01 or technical procedures governed by TFC-OPS-OPER-C-13. This standard does not apply to correspondence governed by TFC-BSM-AD-C-03.

Text document format is in accordance with the editorial standard for technical documents contained in TFC-BSM-AD-STD-02, except for any document types in Table 1 that are formatted as a SmartPlant®1 Foundation (SPF) or Site Form (e.g., ECN, DCN, PMID, CGD, etc.).

2.0 IMPLEMENTATION

This standard is effective on the date shown in the header.

3.0 STANDARD

3.1 General Requirements

1. Specific requirements for preparation and identification of Scientific and Technical Information are explained in Attachment H.

When a federal agency provides a style guide, federal agency products shall be prepared in accordance with that guide (DOE G 241.1-1). (5.1.3)

2. Printed information products released to the public shall display the required markings as explained in MSC-PRO-SEC-54603, Appendix A. These identification features may be obtained through the Hanford Document Numbering System (HDNS) or SPF. (5.1.4)

1SmartPlant® is a registered trademark of Intergraph Corporation, Madison, Alabama.

3.1.1 Document Numbering

Document numbers are obtained via the HDNS, SPF or by using the governing procedure, which carries samples of applicable document numbers. (5.1.1)

3.1.2 Software

Text documents are produced using Microsoft® Word² software. Use of alternate software requires pre-approval by the Document Service Center and may need to be converted prior to document release. All documents must be submitted as an electronic file to the release station.

3.1.3 Pagination

Each page in the document must have a unique number. Documents use whole number pagination. Pages are numbered in sequence from beginning to end in whole numbers (e.g., 1, 2, 3, 4). Appendixes may be numbered in sequence with the document (e.g., 1, 2, 3) or in sequence by appendix designation (e.g., A-1, A-2, A-3, etc.). (5.1.1)

3.2 Document Structure

(5.1.1, 5.1.2)

Document structure, including engineering, is as follows:

- Document Release and Change Form (DRCF), Engineering Document Transmittal (EDT), if applicable
- Coversheet (use word template site form number A-6007-231)
- Abstract and Key Words (optional, except for technical documents submitted to OSTI)
- Executive Summary (optional)
- Table of Contents (required if document is greater than 10 pages)
- List of Appendices (required if document is greater than 10 pages)
- List of Figures (required if document is greater than 10 pages)
- List of Tables (required if document is greater than 10 pages)
- List of Terms, Acronyms, and Abbreviations (optional)
- Body of Document
- Appendices
- Application to Use Copyrighted Material (if applicable)
- Copyright Transfer/Waiver (if applicable).

See Attachment A for a detailed description of each of these items.

² Microsoft® Word is a registered trademark of the Microsoft Corporation, Redmond, Washington.

4.0 DEFINITIONS

Technical document. A technical document is neither correspondence nor procedural, and does not demonstrate company compliance with requirements or governance by TFC-BSM-AD-C-01 or TFC-OPS-OPER-C-13. A technical document is formal and controlled, such as a document labeled “RPP,” which could be a report of testing results, a report of tank sampling, or a budget report, and may be processed by an Engineering Change Notice (ECN) or a DRCF in accordance with TFC-ENG-DESIGN-C-25. The document is released via a Document Service Center and entered into SPF, and subsequently into the Integrated Document Management System (IDMS).

Information clearance for public distribution. Review and approval of a document by a qualified Information Release person to ensure public release requirements are met.

Release. Release stamping and distribution of an approved document by a Document Service Center. The document must meet the minimum document standards (document number and page number on each page, must have a DRCF, an (EDT), or an ECN, and the document will be provided to the Document Service Center for entry into SPF (as designated), and subsequently into IDMS and transferred to the Records Holding Area for retention.

Public release. Release stamping and distribution of an approved and cleared document by a Document Service Center. The document must meet public document release requirements (document number and page number on each page, coversheet (A-2007-213), and must have a DRCF, EDT, or ECN), and the document will be provided to the Document Service Center for entry into the SPF (as designated), and subsequently into the IDMS system.

Scientific and technical information. Information in any format or medium that is derived from scientific and technical studies, work, or investigations that relate to research, development, demonstration, and other specialized areas such as, environmental and health protection and waste management. Scientific and technical information may be unclassified unlimited, unclassified sensitive, classified, or declassified. DOE-funded scientific and technical information originates primarily from research and other activities performed by contractors for management, operation, or integration of DOE-owned/leased facilities, direct DOE-executed prime procurements, DOE-operated research activities, and financial assistance recipients, in addition to DOE employees.

5.0 SOURCES

5.1 Requirements

1. Contract DE-AC27-08RV14800.
2. DOE O 241.1A, “Scientific and Technical Information Management.”
3. DOE O 470.4-4A, “Information Security Manual.”
4. DOE O 200.1A, “Information Technology Management.”

5.2 References

1. Li, Xia, and Nancy Crane, Electronic Styles, Information Today, Inc., Medford, New Jersey, 1996.
2. MSC-PRO-RM-604, "Controlled Information Numbering System."
3. MSC-PRO-RM-184, "Information Clearance."
4. MSC-PRO-SEC-54603, "Identifying, Marking, and Protecting Official Use Only (OUO) Information."
5. Sabin, William A., "The Gregg Reference Manual," 9th edition, Glencoe/McGraw-Hill, Woodland Hills, California, 2001.
6. TFC-BSM-AD-C-01, "Administrative Document Development and Maintenance."
7. TFC-BSM-AD-C-03, "Correspondence Preparation and Control."
8. TFC-BSM-IRM_AD-C-05, "Photographs and Video Production."
9. TFC-BSM-IRM_DC-C-01, "Document Control."
10. TFC-BSM-IRM_DC-C-02, "Records Management."
11. TFC-ENG-DESIGN-C-06, "Engineering Change Control."
12. TFC-ENG-DESIGN-C-25, "Technical Document Control."
13. TFC-OPS-OPER-C-13, "Technical Procedure Control and Use."
14. Walker, J. R., and Todd Taylor, The Columbia Guide to Online Style, Columbia University Press, New York, 1998.

Table 1. Reference Citations.

Type of Entry	Example of Style
Public Documents	
<i>Code of Federal Regulations</i> (CFR)	10 CFR 60, "Disposal of High-Level Radioactive Wastes in Geologic Repositories," Code of Federal Regulations, as amended. First citing: Title 10, Code of Federal Regulations, Part 60, "Disposal of High-Level Radioactive Wastes in Geologic Repositories" (10 CFR 60) Subsequent citations: 10 CFR 60
<i>Washington Administrative Code</i> (WAC)	WAC 173-303, "Dangerous Waste Regulations," Washington Administrative Code, as amended. First citing: Washington Administrative Code (WAC) 173-303, "Dangerous Waste Regulations" Subsequent citations: WAC 173-303
Public Law	National Environmental Policy Act of 1969, 42 USC 4321, et seq. Citing: National Environmental Policy Act of 1969 Variation: May be defined as an acronym (NEPA) at first citing and cited as NEPA in all subsequent citations.
<i>Federal Register</i>	52 FR 47662, 1990, "Compliance with the National Environmental Policy Act (NEPA); Amendments to the DOE NEPA Guidelines," Federal Register, Vol. 52, pp. 47662-47667 (December 15). First citing: 52 FR 47662, "Compliance with the National Environmental Policy Act (NEPA); Amendments to the DOE NEPA Guidelines" Subsequent citations: 52 FR 47662
U.S. Department of Energy Directives	DOE O 422.1, 2010, Conduct of Operations, U.S. Department of Energy, Washington, D.C. First citing: DOE O 422.1, Conduct of Operations Subsequent citations: DOE O 422.1
U.S. Department of Energy Richland Operations Office (RL) Directives	DOE/RL-90-38, 1991, Hanford Site Solid Waste Landfill Permit Application, Rev. 0, U.S. Department of Energy, Richland Operations Office, Richland, Washington. First citing: DOE/RL-90-38, Hanford Site Solid Waste Landfill Permit Application Subsequent citations: DOE/RL-90-38
U.S. Department of Energy Office of River Protection (ORP) Directives	ORP M 420.1-1, 2002, ORP Fire Protection Program, U.S. Department of Energy, Office of River Protection, Richland, Washington. First citing: ORP M 420.1-1, ORP Fire Protection Program Subsequent citations: ORP M 420.1-1

Table 1. Reference Citations. (cont.)

Type of Entry	Example of Style
Unpublished Documents	
Tri-Party Agreement	Ecology, EPA, and DOE, 1989, Hanford Federal Facility Agreement and Consent Order – Tri-Party Agreement, 2 vols., as amended, State of Washington Department of Ecology, U.S. Environmental Protection Agency, and U.S. Department of Energy, Olympia, Washington. First citing: Hanford Federal Facility Agreement and Consent Order (Ecology et al. 1989) Subsequent citations: Ecology et al. 1989
Correspondence: letter (internal or external), and memorandum	65432-81-139, 1981, “241-SX Sludge Cooler Air Flow Rates,” (internal letter from G. D. Campbell to J. L. Wise, September 4), Rockwell Hanford Operations, Richland, Washington. First citing: Internal letter 65432-81-139, “241-SX Sludge Cooler Air Flow Rates” (65432-81-139 - Letter) or 65432-81-139 - Letter Subsequent citations: 65432-81-139 - Letter
Correspondence: Internal Letter or Memorandum	Campbell, G.D. 1981, “241-SX Sludge Cooler Air Flow Rates,” (internal letter 65432-81-139 to J.L. Wise, September 4), Rockwell Hanford Operations, Richland, Washington. First citing: Internal letter 65432-81-139m “241-SX Sludge Cooler Air Flow Rates” (Campbell 1981) Subsequent citations: Campbell (1981)
Correspondence: External Letter	Kinzer, J.E., 1999, “Contract Number DE-AC06-96RL13200-Declaration of an Unreviewed Safety Question (USQ) Related to Waste Surface Level Changes in Tank 241-SY-101,” (external letter ##### to R.D. Hanson, Fluor Hanford, Inc., February 26), U.S. Department of Energy, Richland Operations Office, Richland, Washington. First citing: External letter, #####, “Contract Number DE-AC06-96RL13200-Declaration of an Unreviewed Safety Question (USQ) Related to Waste Surface Level Changed in Tank 241-SY-101” (Kinzer 1999) Subsequent citations: Kinzer (1999)
E-mail	Hagen, G.A. 06-20-2014, “RE: TFC-BSM-AD-STD-02, Editorial Standards for Engineering Documents, for Procedure Review,” (e-mail to K. J. Matteson), Washington River Protection Solutions LLC (WRPS) Tank Farms, Richland, Washington. First citing: e-mail from G. A. Hagen to K. J. Matteson, “Editorial Standards for Engineering Documents, for Procedure Review,” (Hagen, G.A., 2014-06-20). Subsequent citations: Hagen, G. A., 06-20-2014
Internet site	See Attachment F
Software	Identify registered trademark and footmark in text. Example: SmartPlant Foundation® (footnote reads: Registered trademark of Integraph Corporation, Madison, AL)

Table 1. Reference Citations. (cont.)

Type of Entry	Example of Style
Published Materials	
Book	<p>Thornbury, W. D., 1965, Regional Geomorphology of the United States, John Wiley and Sons, Inc., New York, New York.</p> <p>First citing: Regional Geomorphology of the United States (Thornbury 1965) or Thornbury 1965</p> <p>Subsequent citations: Thornbury 1965</p>
Industry or Agency Standard	<p>ANSI N320, 19XX, "Performance Specifications for Reactor Emergency Radiological Monitoring Instrumentation," American National Standards Institute, New York, New York.</p> <p>First citing: ANSI N320, "Performance Specifications for Reactor Emergency Radiological Monitoring Instrumentation"</p> <p>Subsequent citations: ANSI N320</p>
Individual paper <u>published</u> in conference proceeding	<p>Preecs, B. L., 1991, "Beyond the Media: A New Strategy for Distributing Scientific and Technical Information," in Making Information Work Conference Proceedings, Washington, D.C.</p> <p>First citing: "Beyond the Media: A New Strategy for Distributing Scientific and Technical Information" (Preecs 1991)</p> <p>Subsequent citations: Preecs 1991</p>
Individual paper published in journal	<p>Anderson, J. and A. Shapiro, 1983, "Stochastic Analysis of One-Dimensional Steady State Unsaturated Flow: A Comparison of Monte Carlo and Perturbation Methods," Water Resources Research, Vol. 19, pp. 121-133.</p> <p>First citing: "Stochastic Analysis of One-Dimensional Steady State Unsaturated Flow: A Comparison of Monte Carlo and Perturbation Methods" (Anderson and Shapiro 1983)</p> <p>Subsequent citations: Anderson and Shapiro 1983</p>
Company-Regulated Documents	
Technical Documents	<p>RPP-5926, 2002, "Steady State Flammable Gas Release Rate Calculation and Lower Flammability Level Evaluation for Hanford Tank Waste", Washington River Protection Solutions LLC (WRPS), Richland, Washington.</p> <p>First citing: RPP-5926, "Steady State Flammable Gas Release Rate Calculation and Lower Flammability Level Evaluation for Hanford Tank Waste," or RPP-5926</p> <p>Subsequent citations: RPP-5926</p>

Table 1. Reference Citations. (cont.)

Type of Entry	Example of Style
Company-Regulated Documents (cont.)	
Engineering Document	<p>WHC, 1991, "Groundwater Monitoring Plan for the 1301-N, 1324-N/NA, and 1325-N Facilities," WHC-SD-EN-AP-038, Rev. 0, Westinghouse Hanford Company, Richland, Washington.</p> <p>First citing: WHC-SD-EN-AP-038, "Groundwater Monitoring Plan for the 1301-N, 1324-N/NA, and 1325-N Facilities" (WHC 1991)</p> <p>Subsequent citations: WHC (1991)</p>
Individual paper not published in a proceeding or journal but assigned a company-designated identification number	<p>WHC-SA-1520-FP, 1992, "Separation of Actinides Ions from Radioactive Waste Solutions Using Extraction Chromatography," Westinghouse Hanford Company, Richland, Washington.</p> <p>First citing: WHC-SA-1520-FP, "Separation of Actinides Ions from Radioactive Waste Solutions Using Extraction Chromatography"</p> <p>Subsequent citations: WHC-SA-1520-FP</p> <p>or</p> <p>Per direction from the vice president or director, use the same reference style as for a book or journal article for scientific and regulatory documents.</p>
Washington River Protection Solutions (WRPS) Tank Farm procedure	<p>TFC-ENG-STD-06, "Design Loads for Tank Farm Facilities,". Washington River Protection Solutions LLC (WRPS) Tank Farms, Richland, Washington.</p> <p>First citing: TFC-ENG-STD-06, "Design Loads for Tank Farm Facilities"</p> <p>Subsequent citations: TFC-ENG-STD-06</p>
Old Controlled Manual	<p>WHC, 1995, "Uniform Publications System," WHC-CM-3-6, Westinghouse Hanford Company, Richland, Washington.</p> <p>First citing: WHC-CM-3-6, "Uniform Publications System" (WHC 1995)</p> <p>Subsequent citations: WHC (1995)</p>
Old Operating Procedure (e.g., plant operating procedures, criticality prevention specifications)	<p>WHC, 1992, "PUREX Plant Operating Procedure for U Cell Waste and Transfer to Underground Storage," PO-240-MISC-C23, Rev. C-23, Westinghouse Hanford Company, Richland, Washington.</p> <p>First citing: "PUREX Plant Operating Procedure for U Cell Waste and Transfer to Underground Storage" (WHC 1992)</p> <p>Subsequent citations: WHC (1992)</p>
PHMC Report	<p>Freeman, D. V., 1998, "Tank Waste Remediation System Program Plan," HNF-1883, Rev. 1, prepared by Washington River Protection Solutions, LLC for Fluor Hanford, Inc., Richland, Washington.</p> <p>First citing: "Tank Waste Remediation System Program Plan" (Freeman 1998)</p> <p>Subsequent citations: Freeman (1998)</p>

Table 1. Reference Citations. (cont.)

Type of Entry	Example of Style
Company-Regulated Documents (continued)	
Drawing	<p>H-2-38396, 1986, “Unconfined Aquifer and Rattlesnake Ridge Aquifer, Water-Level Measurements Data Maps, December 1985”, Rev. 20, Rockwell Hanford Operations, Richland, Washington.</p> <p>First citing: H-2-38396,” Unconfined Aquifer and Rattlesnake Ridge Aquifer, Water-Level Measurements Data Maps, December 1985”</p> <p>Subsequent citings: H-2-38396</p>
Map	<p>USGS, 1970, “Tectonic Structure of the Main Part of the Basalt of the Columbia River Group, Washington, Oregon, and Idaho,” Miscellaneous Geologic Investigations, Map I-587, U.S. Geological Survey, Washington, D.C.</p> <p>First citing: USGS, “Tectonic Structure of the Main Part of the Basalt of the Columbia River Group, Washington, Oregon, and Idaho” (USGS 1970)</p> <p>Subsequent citings: USGS 1970</p>
Spreadsheets (Spreadsheet Verification and Release Form SVF)	<p>SVF-1662, Rev. 0, “NonRad 08 Emission Summary Rev0.xlsx,” Estimate Criteria and Toxic Air Pollutants from Tank Farms for CY 2008, L.L. Penn, WRPS - Environmental Approvals, R1-51, 509-373-1060 , 3/19/2009</p> <p>First citing: SVF-1662, Rev.0, “NonRad 08 Emission Summary Rev0.xlsx”</p> <p>Subsequent citings: SVF-1662, Rev.0</p>
Engineering Change Notice (ECNs)	<p>(ECN numbers are obtained from Document Control Services.)</p> <p>Engineering Change Notice (ECN) W314-4K-008, Tank Farms Restoration and Sage Operations/W-314</p> <p>First citing: ECN W314-4K-008</p> <p>Subsequent citings: W314-4K-008</p>
Logbooks	<p>To Request logbooks from Document Control via email to ^PHMC Controlled Doc Management, with the following information:</p> <ul style="list-style-type: none"> • Title of Lined Notebook (e.g., Project Name Logbook) • Owner HID of the logbook • CACN/COA • MSIN • Contact Phone Number(s). • Operations logbook: 222-S Laboratory Operations Log Book: B-0, 6/24/2003 to 11/17/2003 <p>First citing: 222-S Laboratory Operations Log Book: B-0, 6/24/2003 to 11/17/2003</p> <p>Subsequent citings: 222-S Log Book: B-0, 6/24/2003 to 11/17/2003</p>

Table 1. Reference Citations. (cont.)

Type of Entry	Example of Style
Company-Regulated Documents (continued)	
Problem Evaluation Request (PER)	<p>Problem Evaluation Request (PER), WRPS-PER-2010-0211.4, “Upload new desk top instructions (task orientation) to the web for use”</p> <p>First citing: WRPS-PER-2010-0211.4</p> <p>Subsequent citings WRPS-PER-2010-0211.4</p>
Work Orders	<p>LAB-WO-11-0254, Title: RM. 4K MONTHLY HOOD FLOWS, V&B record results on facility specific data sheets, 2/3/2011</p> <p>First citing: LAB-WO-11-0254, Title: “RM. 4K Monthly Hood Flows”</p> <p>Subsequent citings LAB-WO-11-0254</p>

ATTACHMENT A - RECOMMENDED DOCUMENT STYLE

This attachment provides recommended guidance for ensuring consistent, reproducible documents. It is the preferred style for WRPS-generated documents procured for WRPS by subcontractors.

Alternate styles can be accepted if they meet the general requirements established in the main body of this standard and are reproducible.

A template for the development of technical documents is available through Microsoft Word/New/ My Templates/WRPS tab.

When a federal agency provides a style guide, federal agency products shall be prepared in accordance with that guide (DOE G 241.1-1). (5.1.3)

1.0 GENERAL REQUIREMENTS

1.1 Font

Engineering documents are produced in Times New Roman, 12-point font.

1.2 Margins

- Top: 0.5 in. from page top to header (center document and revision number on each page) and 0.5 in. between header and text (total 1 in. for top margin).
- Bottom: 0.5 in. from bottom of text to footer (center page number) and 0.5 in. margin from footer to page bottom (total 1 in. for bottom margin).
- Left and Right: 1 in.

1.3 Headers and Footers

NOTE: Information normally contained in a header and footer may be combined into one or the other for simplification of document preparation. Page numbers may be contained in either header or footer. Pages may be numbered sequentially from the first page to the end (i.e., page 1 through XXX) or by section (e.g., Page 1-1, 1-2, 2-1, 2-2), as long as each page has an identifying page number.

1. Portrait Pages

Headers are located 0.5 in. from the top of the page, and at minimum, contain the document number, the revision number (e.g., Rev. 1), and a draft designation, if applicable. Footers are located 0.5 in. from the bottom of the page.

Draft documents are identified with letter revision (e.g., Rev. A) and final documents are identified with number revision beginning with zero (e.g., Rev. 0). Minor revision to documents may be identified with the revision number followed with a letter in upper case (e.g., Rev. 1-A).

ATTACHMENT A – RECOMMENDED DOCUMENT STYLE (cont.)**2. Landsaped Pages**

NOTE: Avoid using landscaped pages, if possible.

Headers and footers on landscaped pages may be placed on the long sides of the page as placed by Microsoft Word, or may be placed on the short ends of the page, in accordance with the instructions in Attachment B to ensure proper spacing and margins.

Headers and footers placed on the long sides of a landscaped page will need to be adjusted to fit the page appropriately.

1.4 List of Bulleted Items

Bullets are used in listings to separate entries where the order can be random and are indented one tab (0.5 inches). If the bulleted items are complete sentences ending with a period, then the introductory sentence ends with a period. If bulleted items do not end with a period, then the introductory sentence ends with a colon.

A hard return is placed between each bulleted item if any of the bulleted items contain two or more lines of text, unless the only bulleted item containing two or more lines of text is the last item in the list.

1.5 List of Numbered Items

Numbers are used in listings to separate entries where the order is critical and are indented one tab (0.5 inches). If the numbered items are complete sentences ending with a period, then the introductory sentence ends with a period. If numbered items do not end with a period, then the introductory sentence ends with a colon.

A hard return is placed between each numbered item if any of the numbered items contain two or more lines of text, unless the only numbered item containing two or more lines of text is the last item in the list.

1.6 Document Release and Change Form, Engineering Document Transmittal, or Engineering Change Notice

Non-design impacting documents are initially released, changed, or canceled using a DRCF. Revisions or cancellations to design impacting documents are released using the ECN process. See TFC-ENG-DESIGN-C-25 for the DRCF requirements and TFC-ENG-DESIGN-C-06 for ECN requirements. Completed documents are submitted to the Document Service Center for release.

ATTACHMENT A – RECOMMENDED DOCUMENT STYLE (cont.)**1.7 Coversheet**

Coversheets are required for all documents and are prepared using the Document Coversheet Wizard available through the Hanford Document Numbering System web site. Use the ‘Wizard for all other Coversheets’ link in HDNS, this will take you to RMAP CDM portal.

1.8 Abstract and Key Words

The abstract is a short summary description of the document. Key words are significant words from the title or document that are used as an index of the document content.

The abstract and key words are optional, except for technical documents that are planned to be submitted to the Office of Scientific Technical Information.

1.9 Executive Summary

If an executive summary is included, it should be concisely written to summarize the document in the fewest possible words. Avoid using acronyms and abbreviations. Do not list the executive summary in the contents page. Executive summaries are single-spaced and should include the intended purpose and provide a brief background, discuss the key technical points, and provide the conclusions and summarize the basis for the conclusions.

1.10 Table of Contents

The Table of Contents is used for documents that are ten or more pages in length. The table of contents is electronically generated using the *Reference/Index and Tables* command.

A table of contents includes all section titles through the third order. Appendix and attachment titles appear after section titles and before figures (List of Figures) and tables (List of Tables). Within the table of contents, the individual appendixes are titled as follows:

APPENDIX A - TITLE OF APPENDIX
APPENDIX B - TITLE OF APPENDIX

1.11 List of Figures

The List of Figures is electronically generated using the *Reference/Index and Tables* command or any useful Word style set.

ATTACHMENT A – RECOMMENDED DOCUMENT STYLE (cont.)**1.12 List of Tables**

The List of Tables is electronically generated using the *Reference/Index and Tables* command or any useful Word style set.

1.13 List of Terms, Acronyms and Abbreviations

The use of abbreviations and acronyms in documents should be minimized, as they detract from readability of the document. If used, they must be defined upon first use. A List of Terms includes defined terms, acronyms, abbreviations, initialisms, and units which follows the List of Tables. Acronyms should be kept to a minimum. The Hanford Abbreviation and Acronym Directory, available on the Hanford Internet page, can be used as a possible source. However, this list is not regularly maintained.

The List of Terms is separated into separate sections: terms, acronyms and abbreviations, and units with one hard return in between each section. Each subsection is labeled appropriately, is in title case, and bolded. Terms are listed in alphabetical order, each term is underlined, followed by a period, two spaces, and the definition. Abbreviations and acronyms and units are listed in alphabetical order, followed by a 0.5 inch tab, and the definition. See Figure A-1.

Figure A-1. Example of a List of Terms.

LIST OF TERMS	
Terms	
<u>Abnormal situation.</u>	Unplanned event or condition that adversely affects, potentially affects, or indicates degradation in the safety, security, environmental, or health protection performance or operation of a facility. (HNF-5183)
<u>Project assignment allowance.</u>	An allowance expressed as a percent additive to base pay which may be provided to employees who relocate to a project location for a specified duration. The project assignment allowance compensates employees for a combination of factors which may include such things as an inducement to relocate, estimated cost of living differentials, remote locations, or extreme project conditions, such as weather.
Abbreviations, Initialisms, and Acronyms	
ECN	Engineering Change Notice
WST	Waste Storage Tank
Units	
ft	foot
in.	inch

ATTACHMENT A – RECOMMENDED DOCUMENT STYLE (cont.)**2.0 BODY OF DOCUMENT****2.1 Document Headings**

1. Document headings are numbered as shown below. See Figure A-2 for the correct format and style for each heading.
 - First order headings (1.0 Heading 1): Section titles as 1.0, 2.0, etc.
 - Second order headings (1.1 Heading 2): Section titles 1.1, 1.2, etc.
 - Third order headings (1.1.1 Heading 3): Section titles 1.1.1, 1.1.2, etc.
 - Fourth order headings (1.1.1.1. Heading 4): Section titles 1.1.1.1., 1.1.1.2., etc.
 - Fifth order headings (1.1.1.1.1. Heading 5): Section titles 1.1.1.1.1., 1.1.1.1.2., etc.
2. Appendixes follow the same document headings format as body of document, except preceded by letter of the appendix, e.g., A1.0, etc. Word styles are not set on appendix headings, since this would make them appear in the table of contents.

2.2 Abbreviations, Initialisms, and Acronyms

Words or terms should not be converted to an abbreviation or acronym unless they are used frequently, typically five times or more. A list of commonly used Hanford Site abbreviations and acronyms is available from the Hanford Abbreviation and Acronym Directory.

Spell out an abbreviation or acronym in full the first time it is used and follow it immediately by the abbreviation, initialism, or acronym in parentheses. (Example: Engineering Change Notice (ECN). The plural of an abbreviation or acronym is formed by adding a lowercase “s” (no apostrophe) to the end of the term. Abbreviations for units of measure such as ft, gal, and in. need not be spelled out. Include all the acronyms, initialisms, and abbreviations used in the document in the List of Terms.

2.3 Figures

Figures include pictorial information. Tables are not considered figures because they are displayed in columnar format. Figures should follow their citations in the text as closely as possible.

If a figure extends over two or more pages, the figure identification number and caption should be repeated on each page with the words “X of Y sheets” appearing in parentheses after the period following the caption. Attachment C provides examples of figure formatting.

ATTACHMENT A – RECOMMENDED DOCUMENT STYLE (cont.)

Figure A-2. Engineering Document Format.

¶
¶
¶

1.0 FIRST-ORDER HEADING

¶
Type the first-order heading in capital letters, boldfaced, and centered on the page or left justified. If centered, a heading of two lines or more is typed in an inverted pyramid and single spaced. If left justified, a hanging indent of 0.5 in. is used when two or more lines are used and single spaced. A first-order heading is preceded by four single-spaced returns and followed by a single-spaced return. The style associated with the first order heading in the template is **1.0 HEADING 1**.

¶
¶
¶

1.1 SECOND-ORDER HEADING WITH AN EXAMPLE SHOWING THE PLACEMENT OF A SECOND LINE

¶
A second-order heading is typed in capital letters or in title case, bold faced, and flush left on the page with no end period and no underscore. Two or more lines may be used, if needed, with a hanging indent of 0.5 in. and single-spaced. All succeeding lines should be shorter than the first. The second-order heading is preceded by three single-spaced returns and is followed by a single-spaced return. The style associated with the second order heading in the template is **1.1 HEADING 2**.

¶
¶

1.1.1 Third-Order Heading

¶
A third-order heading is typed flush left in initial capital letters, bold faced, and flush left on the page. Rules for two or more lines are the same as for the second-order heading. The third-order heading is preceded by three single-spaced returns and followed by a single-spaced return. The style associated with the third order heading in the template is **1.1.1 Heading 3**.

¶
¶

1.1.1.1 Fourth-Order Heading.

A fourth-order heading is typed in initial capital letters, bold faced, and flush left on the page. The fourth-order heading is preceded by two single-spaced returns. The fourth order heading number is followed by a period, two spaces, heading title, a period, and text. The style associated with the fourth order heading in the template is **1.1.1.1. Heading 4**.

¶
¶

1.1.1.1.1 Fifth-Order Heading.

A fifth-order heading is typed in initial capital letters and bold faced and flush left on the page. The fifth-order heading is preceded by two single-spaced returns. The fifth order heading number is followed by a period, two spaces, heading title, a period, and text. The style associated with the fifth order heading in the template is **1.1.1.1.1. Heading 5**.

¶
¶

Sixth-Order Heading.

A sixth-order heading is typed in initial capital letters; the heading is not bolded, and no numbering system is used. The heading may be underlined, if desired. The sixth-order heading is preceded by two single-spaced returns. The sixth order heading is followed by a period, two spaces, and text.

ATTACHMENT A – RECOMMENDED DOCUMENT STYLE (cont.)

1. Figure Numbering.

Figures are identified by a figure number. Figures are numbered in sequence from beginning to end in whole numbers (e.g., Figure 1, Figure 2, Figure 3). For documents with a number of long sections, figures may be numbered consecutively by document section number as indicated on the first order heading (e.g., Figures 1-1, 2-1, 3-1). Figures follow the citing as closely as possible.

2. Figure Captions.

Every figure shall have a caption. Captions are generated using the **Reference/Caption** command from the **Insert** menu to ensure correct listing in the List of Figures. Figure captions are centered above the figure in inverted pyramid style with initial capital letters followed by a single-spaced return. The figure designator is followed by a period and two spaces before the caption. Multiple line captions should be allowed to “word wrap (do not use hard returns);” otherwise, the caption will not appear correctly in the List of Figures.

3. Figure Placement.

Figures typically are placed in line with text and centered on the page. For ease of document preparation, figures may also be grouped together at the end of the document, before appendixes. If this method is used, the figures will be arranged in the order they are called out in text.

4. Foldout Pages.

Use of foldout pages should be kept to a minimum.

A foldout page (11 x 17 in.) may be used when a figure contains too much information to appear on a standard size page.

The foldout page needs to be “z-folded” so that its finished size is that of a standard size page. The document number, caption, and page number are centered in the right fourth of the page so that they face on the folded page. The header is typed ½ in. from the top of the page. The caption is typed in an inverted pyramid above the highest element of the figure. The footer is typed ½ in. from the bottom of the page.

2.4 Tables

Tables are used to display information in a concise, informative manner. Tables should be kept as simple as possible, with information displayed in a manner that best allows the reader to understand the intent of the table.

Tables are visual aids and should be proportioned to fit the page properly. To aid readability and page layout, tables should be in vertical (portrait) format. Type size and spacing should be

ATTACHMENT A – RECOMMENDED DOCUMENT STYLE (cont.)

adjusted to ensure that the table fits the page properly. Avoid horizontal (landscape) tables and foldouts whenever possible.

Tables follow their citing in the text as closely as possible. Table captions are in 12-point font

All headings are centered horizontally and vertically over the text in the column they identify.

1. Guidelines for Preparing Tables.

- If a column contains text, the text is flush left.
- In columns containing decimals, the entries are aligned on the decimal points.
- Columns should not be left blank. If there is no entry in the column, use an em dash (—) to indicate the entry is blank.
- Keep column headings as short as possible. Use title case for column headings.

2. Table Numbering.

Tables must be identified by a table number. Tables are numbered in sequence from beginning to end in whole numbers (e.g., Table 1, Table 2, Table 3). For documents with a number of long sections, tables may be numbered consecutively by document section number as indicated on the first order heading (e.g., Tables 1-1, 2-1, 3-1).

3. Table Captions.

Captions are generated using the *Reference/Caption* command from the *Insert* menu or any suitable Word style to ensure correct listing in the List of Tables. Table captions are typed centered at the top of the table in inverted pyramid style with initial capital letters followed by a single-spaced return. Multiple line captions should be allowed to “word wrap;” otherwise, the caption will not appear correctly in the List of Tables. The table designator is followed by a period and two spaces to begin the caption. Attachment D shows examples of table format.

When tables extend more than two pages, the table identification number and caption are repeated on each page with the words “X of Y sheets” (total number of pages of the table) in parentheses following the table caption on the first page. Insert a row above the header row (top, left, and right lines hidden) and place the table identification number, table caption, and the words “(X of Y sheets)” in this row. These two rows will be coded as header rows so that they repeat on each page of the table.

ATTACHMENT A – RECOMMENDED DOCUMENT STYLE (cont.)**4. Footnotes in Tables.**

Footnotes in tables are ordered consecutively using superscripted (raised) lowercase letters in alphabetical order or numbers. If there is only one footnote, an asterisk is used instead of lowercase letters/numbers (do not superscript as an asterisk (*) is already in superscript). Footnotes appear on the last page of the table only, by creating a bottom row for the footnotes with the left, right, and bottom lines hidden. Trademarked terms and any references cited in the table text should be footnoted. As an alternative, the automated footnoting feature of Word can be used to keep footnotes with their tables.

Additional information regarding the table in general should be provided in a note rather than in a footnote. If a general note appears, it precedes the footnotes.

5. Abbreviations and Acronyms in Tables.

Abbreviations and acronyms used for the first time in a document in a table are provided and defined at the end of the table before the footnotes and in the List of Terms. The longest defined term should be indented one tab and the equal (=) signs of the table terms should be aligned. All definitions end with a period. Terms may be listed in the order they appear in the table, alphabetical order, or any logical order.

2.5 Equations

- All equations are input using Microsoft Equation 3.0 or later version, or other Microsoft Word compatible software.
- Equations are in 12-point or 10-point font depending on size of the equation. Use discretion and consistency.
- Equations are in italics except when readability is a concern. Be consistent throughout the document.

ATTACHMENT A – RECOMMENDED DOCUMENT STYLE (cont.)

- Identify each equation with a number corresponding to the chapter or section and the number of the equation. Alternatively, equation numbers can be a simple numeral that is not combined with a section or chapter number, but is consecutive for the entire document. Equation numbers should appear by the equation in parentheses flush right:

$$\{\text{equation}\} \quad (1-1)$$

- When referring to a specific equation, “Equation” is capitalized, e.g., Equation 1-2.

If possible, place equations on one line. If the equation must be divided, break it before an operational sign (e.g., +, -, =). Leave one space before and after an operational sign joining two or more terms (e.g., a = b) but no space between an operational sign and a single quantity (e.g., <4). Identify all terms used in the equation immediately below the citing. The following is an example of the equation format:

$$R_g = U_g \cdot f \cdot V \quad (2-1)$$

Where:

R_g	=	gas release rate
U_g	=	gas release rate per unit volume
f	=	waste-filled fraction
V	=	total waste volume.

2.6 References

All documents cited in the text, figures, and tables should be included in the reference list. All entries included in the reference list should be specifically cited in the text, figures, and tables. Only released documents or those documents that are otherwise publicly available may be cited; draft documents may not be cited. The first time a document is referenced in the text, the citation should include the document number (if applicable) and the complete title. Complete references for any documents cited in tables and figures should be included as footnotes to those tables and figures. Some reference citations (e.g., Code of Federal Regulations) may be to only a section of a larger document. If the only reference to that document is the smaller section, then the reference list entry should be specific for that section (i.e., include section number and title with the document reference information). If, however, several document sections are cited in a document or if the document as a whole is cited in addition to the section citation, then only the reference line for the document is necessary.

References are formatted with hanging indents of 0.5 inches. There is one blank line between each reference entry. Table 1 contains the format standard for most reference types. Authors are responsible for providing correct and complete references.

ATTACHMENT A – RECOMMENDED DOCUMENT STYLE (cont.)**2.7 Exponential Notation**

When using exponential notation in text, the format is 2×10^{-2} . In a table, the format is 2E-2.

2.8 Chemical Nomenclature

For radionuclides, the preferred designation is ^{241}Am . Am-241 may also be used, but usage should be consistent throughout the document.

2.9 Word Usage

“The Gregg Reference Manual” provides guidance on the use of numbers, capital letters, hyphens, plurals, prefixes, and punctuation marks. Attachment E contains word and phrase conventions and guidance on frequently misused words.

2.10 Source Identification**1. Logos.**

- Every document/report subject to this standard destined for distribution to the public shall contain the WRPS logo representing the product source.
- Agency Logo: Federal agency products must include this information on the cover and title page of or on the face or back of the first image. The responsible manager provides or approves the specific federal agency logo to be used on the cover, title page, spine, or face of the product. A logo is not used on text pages. Multiple federal agency logos of equal size and weight may be used with the DOE logo on the cover of the federal agency product if it is a multi-agency product.
- Unless there is a requirement to the contrary, no other logos may appear on the document/report.
- WRPS External Affairs may authorize deviations to the Logo protocol when appropriate.

2. Contractor Name and Address.

- The company identifier is the name, address, and other company information but shall not be represented in logo form and will appear only on the title page or the face of the document/report.
- The contractor shall be identified as the publisher for all TOC contract deliverables.

ATTACHMENT A – RECOMMENDED DOCUMENT STYLE (cont.)**3. Credit.**

- Identification of authors is required for STI products submitted to the Office of Scientific and Technical Information, as directed in Attachment H. Otherwise, when names are optional:
 - List authors (when identified) on the title page in alphabetical order by last name
 - If authors are not all from the same company, alphabetize the companies and alphabetize the authors within each company
 - If there is a primary author, that author and company should be listed above all the others, even if the company is repeated farther down with additional (not primary) authors.
- Although names of editors, compilers, and other contributors are not required, if they are listed, their role is identified preceding their names. If there is more than one name, they are listed in alphabetical order by last name.
- Contributors, other than those from the performing organization, should be identified by name, affiliation, and contract number (if relevant), and in last name alphabetical order.

2.11 Trademarks

Trademark rights can be:

- Jeopardized if the trademark is not identified within the document
- Used as a noun, as a product name, as a style designation, is physically disassociated from the product
- Used descriptively, identifies products not manufactured by the trademark company, or no longer identifies the owner of the product.

Call out the product name, owner name, and owner city/state in the text or as a footnote.

Trademarks only need to be called out the first time they are used in the document.

When a generic term is not feasible, a trademark shall be suitably capitalized and labeled in the text (by TM and footnote, not ®). The ownership information shall be given, including the product name and owner name; e.g., “Outlook is a product of the Microsoft Corporation.” Trademark information is available through the U.S. Patent and Trademark Office web site <http://www.uspto.gov/>.

ATTACHMENT A – RECOMMENDED DOCUMENT STYLE (cont.)

Although similar terms can be both trademark and a style or type designation, it is important to distinguish between them: e.g., Fiberglas (registered trademark), fiberglass (generic). Generic terms should be used instead of trade names.

2.12 Disclaimers

The appropriate disclaimer and availability statement shall appear on each product prepared under DOE sponsorship. Disclaimers shall be placed on the back of the front cover.

Guidance for full legal disclaimers for documents, which contain uncleared or unclassified information related to both legal and trademark interests can be found in MSC-PRO-SEC-54603.

1. Full disclaimers for documents containing information related to both legal and trademark interests.

This legal disclaimer applies to speeches and articles that will not be available to the OSTI or the National Technical Information Service (NTIS).

“This report was prepared as an account of work sponsored by an agency of the United States Government. Neither the United States Government nor any agency thereof, nor any of their employees, nor any of their contractors, subcontractors or their employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or any third party’s use or the results of such use of any information, apparatus, product, or process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof or its contractors or subcontractors. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof.”

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2. For cleared STI, except regulatory or contractual documents, NTIS information must be added to the preceding legal disclaimer below the OSTI information.

“Available for sale to the public, in paper form, from:

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Alexandria, VA 22312
Phone: (800) 553-6847
FAX: (703) 605-6900

ATTACHMENT A – RECOMMENDED DOCUMENT STYLE (cont.)

E-mail: orders@ntis.fedworld.gov

Online orders: <http://www.ntis.gov/ordering.htm>”

2.12.1 Trademark Disclaimers

The trademark disclaimer is the same as the full disclaimer but does not have the legal information included before it. If there are questions about whether to use one of the preceding disclaimers or a trademark disclaimer, contact WRPS, General Counsel & Internal Audit Manager.

Additional trademark disclaimer guidance pertaining to uncleared or unclassified documents, and requirements for Federal agency product documents trademark disclaimers (regulatory and contractual, and OSTI information documents) are provided in MSC-PRO-RM-184 and MSC-PRO-SEC-54603.

1. The trademark disclaimer used for public communication documents (e.g., annual reports) that are not sent to OSTI or NTIS is:

“Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof or its contractors or subcontractors.”

“This report has been reproduced from the best available copy.

2. For cleared regulatory and contractual documents, this NTIS information shall be added to the preceding trademark disclaimer under the OSTI information.

“Available for sale to the public, in paper form, from:

U.S. Department of Commerce
National Technical Information Service (NTIS)
5285 Port Royal Road
Springfield, VA 22161
(800) 553-6847”

2.13 Numbers

Spell out numbers one through ten in text unless they are used with a unit of measure (e.g., there were five people in the class. The room was 5 ft wide). Numbers eleven and over are written as numerals. Numbers 1,000 or more must have commas, as appropriate.

Numbers counted in lists with at least one number being eleven or above, all are expressed in numerals (e.g., the salad included 1 pear, 14 apples, and 3 bananas).

ATTACHMENT A – RECOMMENDED DOCUMENT STYLE (cont.)**2.14 Appendix**

The first page of each appendix contains the appendix number and a title centered, bold, all caps, and with two hard returns in between. Example:

APPENDIX A

¶

¶

APPENDIX TITLE

Continued pages of the appendix, will repeat this format with the addition of (continued) at the end of the appendix title.

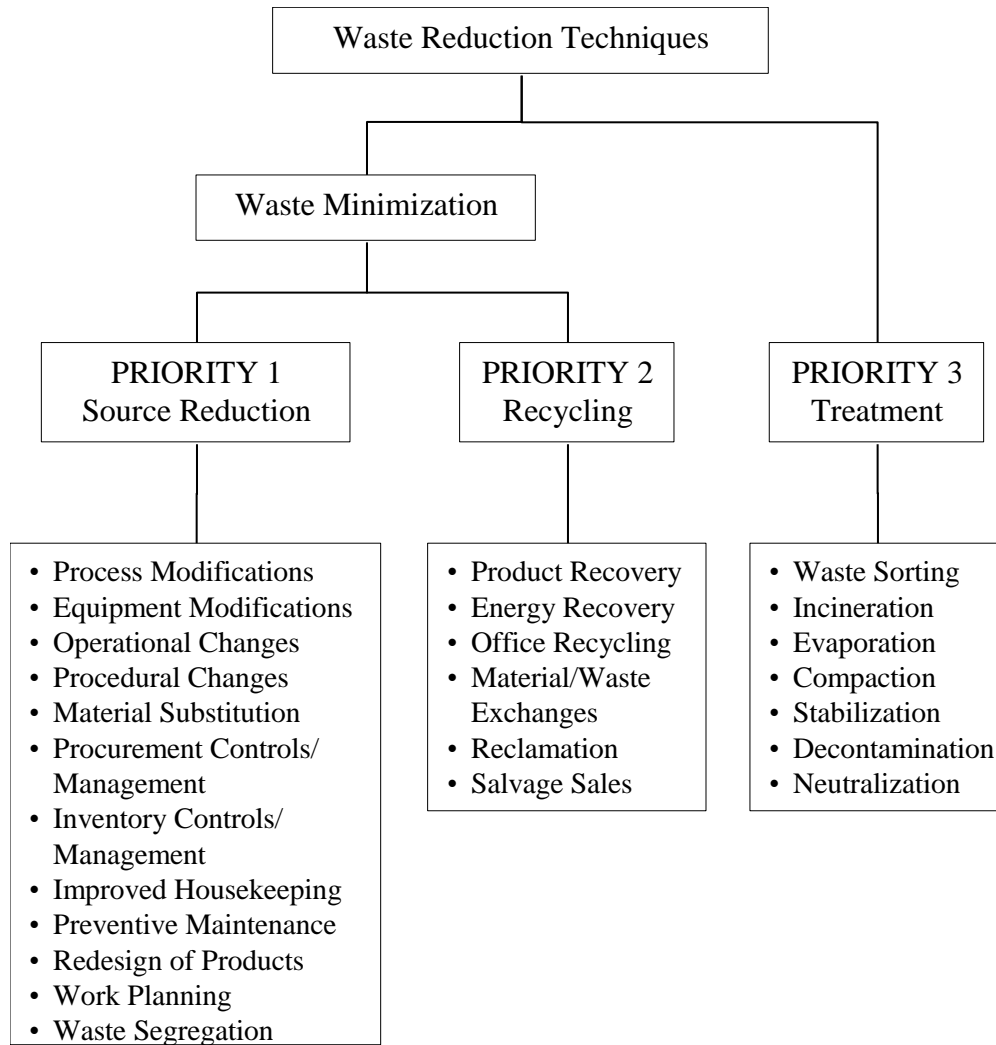
ATTACHMENT B - PAGE HEADER AND FOOTER SETUP

Perform all steps for the header first then repeat for the footer as appropriate. These functions can be performed by clicking first on the Insert tab and then the Header & Footer group.

1. Ensure section breaks have been appropriately placed on either side of the landscaped page.
2. Place cursor on the landscaped page.
3. Double-click in the header area. The cursor should now be in the header section and the Header tool bar should be displayed.
4. Click on the ***Link to Previous*** icon. This allows the header and footer to be copied from the previous section (creating the header/footer for the landscaped page).
5. Go to the ***Header and Footer tool bar*** and select the ***Show Next*** icon to jump to the next section's header. This section should be the next portrait page.
6. Click on the ***Previous Section*** icon. This allows the header and footer to be copied from the previous section (creating the header /footer for the portrait pages following the landscaped page).
7. Return to the previous section (landscaped page) by clicking on the ***Show Previous*** icon on the ***Header and Footer*** tool bar, switch to the footer, and copy the footer text.
8. Go to the ***Header and Footer*** tool bar and select the ***Go to Footer*** icon to jump to the next section's footer. This section should be the next portrait page.
9. Paste the footer text into the footer section.
10. Return to the previous section (landscaped page) by clicking on the ***Previous Section*** icon on the ***Header and Footer*** tool bar and switch back to the header.

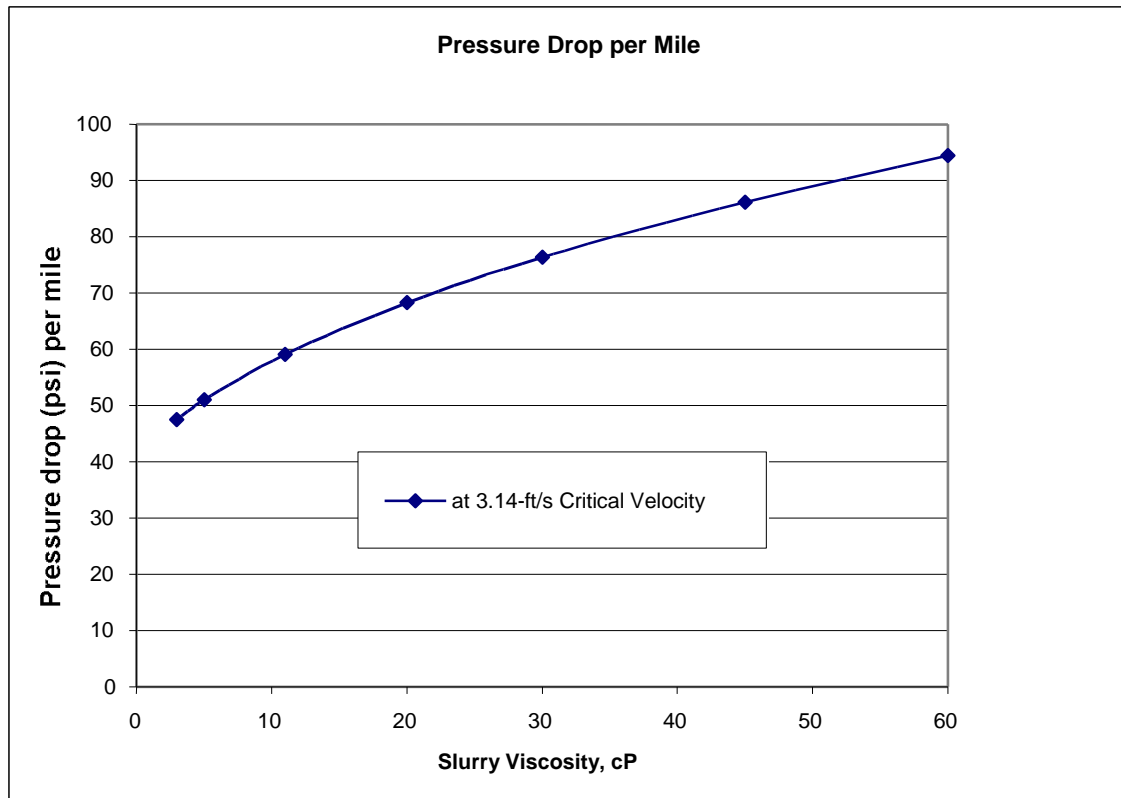
ATTACHMENT C – EXAMPLES OF FIGURE FORMAT

Figure C-1. Basic Waste Reduction Hierarchy.



ATTACHMENT C – EXAMPLES OF FIGURE FORMAT (cont.)

Figure C-2. Predicted Pressure Drop Variation with Slurry Viscosity.



ATTACHMENT D – EXAMPLES OF TABLE FORMAT**Table D-1. Best-Basis Inventory of Selected Analytes in Selected Tanks.**

Analyte	Analyte	AN-103	AN-104	AN-105	AW-101
Potassium	K	48,600	24,300	25,400	157,000
Sodium	Na	1,100,000	1,070,000	1,100,000	1,060,000
Nickel	Ni	53.6	180	132	130
Silicon	Si	2,170	2,180	987	1,450
Total Uranium	U	141	461	259	3,550
Zirconium	Zr	27.1	60.7	40.5	261

Note: Results are in kilograms.

Table D-2. Best-Basis Inventory of Selected Analytes in Selected Tanks.

Analyte	Analyte	AN-103	AN-104	AN-105	AW-101
Potassium	K	4.86E4	2.43E4	2.54E4	1.57E5
Sodium	Na	1.1E6	1.07E6	1.1E6	1.06E6
Nickel	Ni	5.36E1	1.8E2	1.32E2	1.3E2
Silicon	Si	2.17E3	2.18E3	9.87E2	1.45E3
Total Uranium	U	1.41E2	4.61E2	2.59E2	3.55E3
Zirconium	Zr	2.71E1	6.07E1	4.05E1	2.61E2

Note: Results are in kilograms.

ATTACHMENT E – COMMONLY USED WORDS AND WORD USAGE**1.0 COMMONLY USED WORDS**

The following list provides commonly used words.

abovegrade	flow rate
aboveground	follow-up (noun and adjective)
airflow	Food Instrument Corporation (FIC)
air lift circulator	gage or gauge (be consistent)
Aging Waste Facility (AWF)	glove box
and/or (use “and” or “or”)	groundwater or ground water (be consistent)
As Low As Reasonably Achievable (ALARA)	Hanford Site
Authorization Basis (replace with “safety basis” where appropriate)	headspace
AWF tanks	heat-generating
belowgrade	high-efficiency particulate air (HEPA) filter
belowground	high heat
cannot	high-level/low-level waste
clean-out box	lessons learned
clean up (the site) (verb)	man-hours
site cleanup (noun)	near-surface
close-out	nonmethane
contractor-approved	nonnuclear
cover block	nonradioactive
cribs, ditches, and ponds (state in that order)	non-routine
cross-site	off-normal
deenergize	offsite
defense-in-depth	onsite
dome space	out-of-service (when used as a modifier)
double-contained receiver tank (dcrt)	overflow
double-shell tank (dst)	overrun
ductwork	part-time
effect vs. affect (evaluate each use)	radioactive (when referring to material)
e-mail	radiological(when referring to consequences)
facility-specific	rainwater
facility group	reestablish safety basis
fail-safe	safety class
FY 2003 – fiscal year is not capitalized if used without the year following. Do not use FY2005 or FY05 or FY-05	safety significant
	saltcake
	saltwell
	shut down vs. shutdown (evaluate each use)

ATTACHMENT E – COMMONLY USED WORDS AND WORD USAGE (cont.)

shut off vs. shutoff	technical safety requirements
single-shell tank (SST)	time line/time frame
site-specific	toxicological (when referring to consequences)
sitewide	underrun
snowmelt	unreviewed safety question (USQ)
start up vs. startup	walkdown, walkthrough
State of Washington Department of Ecology (Ecology)	water gauge or water gage (be consistent)
steady-state (when used as a modifier for a third word (e.g., steady-state condition))	which vs. that (evaluate each use)
surveillances	work scope
tank farms (no caps)	X-day, X-hour interval
<i>Tank Farms Documented Safety Analysis (DSA)</i>	241-XX Tank Farm (entire firm)
<i>Tank Farms Technical Safety Requirements</i> (TSR)	100-series tank
Tank Monitoring and Control System (TMACS)	200-series tank
SST, DST or AWF 241-XX-XXX (be specific)	213-W
	242-A Evaporator
	242-S Evaporator
	242-T Evaporator

2.0 WORD USAGE

The following list provides guidance on words that most frequently cause problems for writers.

- a, an**

Use “a” before any word or acronym that begins with a consonant sound. Use “an” before any word or acronym beginning with a vowel sound regardless of whether the beginning letter is a vowel.

Examples: a waste tank; a DCRT; an hour; an SST.

ATTACHMENT E – COMMONLY USED WORDS AND WORD USAGE (cont.)

- **affect, effect**

To affect (verb) means to influence.

To effect (verb) means to bring about, to accomplish.

An effect (noun) is a result.

Examples: Damage could affect the component's ability to perform its safety function.
 It took only an hour to effect repairs.
 Any damage will have an effect on the safety function.

- **and/or**

This term often leads to ambiguity and confusion. Choose either “and” or “or.” If three choices are offered, use the form “X or Y or both.”

- **assure, ensure, insure**

To assure is to remove any doubt (requires a person as an object).

To ensure is to make certain.

To insure is to cover by insurance.

Examples: I assure you (object of the verb) that the program will be implemented.
 The controls ensure safe operation of the facility.
 It is very expensive to insure the building against earthquakes.

- **capable, capacity**

Capable is an adjective denoting having ability.

Capacity is a noun denoting the potential or suitability for holding, storing or accommodating.

Examples: People are capable.
 Things have a capacity.

- **principal, principle**

Principal means the main or chief.

A principle is a truth, law, or assumption.

Examples: Worker safety was the principal criterion used in determining the controls.
 Design of the controls follows basic principles of ergonomics.

ATTACHMENT E – COMMONLY USED WORDS AND WORD USAGE (cont.)

- **that, which**

That is the defining or restrictive pronoun and is not preceded by a comma.

Which is the non-defining or nonrestrictive pronoun and is preceded by a comma.

Examples: The bigger concern is backflow that is uncontrolled.

The bigger concern is backflow, which is uncontrolled.

In the first example, some of the backflow is controlled, but the uncontrolled portion is a concern. In the second example, none of the backflow is controlled.

ATTACHMENT F - ELECTRONIC INFORMATION CITATIONS

This attachment applies when citing numbers from a database (e.g., TWINS) or quoting information from intranet/internet sources. This standard provides the general forms and examples for citing various media types obtained from electronic sources. This standard applies to all employees citing electronic information in documentation released for public distribution. The first citing in text would contain the entire citation. Subsequent references to the same citation would be abbreviated (e.g., (TWINS, 4/23/05)).

1.0 Citing a Specific Number from a Database or Internet Source

The general form for citing a number from a database is:

- Title of Database or Internet Source, Date of Query, [source of numerical value, numerical value, units], <database location including server designation if Hanford Local Area Network (HLAN) or Internet hypertext transfer protocol if on internet>

A specific example of a number citation from an electronic database or source is:

- Tank Waste Information Network System (TWINS), Queried 09/22/00, [Tank 241-A-101, sample number BOGSB4T, Zinc, 7.72 ug/mL, primary reported value], <http://twins.pnl.gov/twins.htm>.

2.0 Citing a Photograph from a Database or Internet Source

The general form for citing a photograph obtained from an electronic database or source is:

- Title of Database or Internet Source, Date of Query, [description of photograph, date of photograph, type of photograph], <database or source location including server designation if HLAN or Internet hypertext transfer protocol if on internet>

A specific example of a photograph citation from an electronic source is:

- Tank Waste Information Network System (TWINS), Queried 05/23/02, [Tank 241-AW-104, waste surface photographic mosaic, 02/02/83, HTCE photographs], <http://twinswhse.pnl.gov/tcr.nsf/8c9a1da5b4e62297882567fd00703e73?OpenView&Start=1&Count=30&Expand=7#7>

3.0 Citing a Document Obtained from a Database or Internet Source

The general form for citing a document obtained from an electronic database or source is:

- Title of Database or Internet Source, Date Obtained, [Document Author, Document Title, Document Date, Document Number, Document Revision Number], <database location including server designation if HLAN or Internet hypertext transfer protocol if Internet>

ATTACHMENT F – ELECTRONIC INFORMATION CITATIONS (cont.)

A specific example of a document citation from an electronic database or source is:

- Tank Waste Information Network System (TWINS), Queried 09/22/00, [Herting, D. L., *Test Plan for Tank 241-AW-101 Dilution Studies*, 03/04/98, HNF-2239, Rev. 0], <http://twins.pnl.gov/documents/documents.asp>.

4.0 Citing a Diagram or Figure from a Database or Internet Source

The general form for citing a diagram or figure from an electronic database or source is:

- Title of Database or Internet Source, Date of Query, [Author of diagram or figure, title of diagram or figure, date diagram or figure prepared, revision number of diagram or figure], <database location including server designation if HLAN or Internet hypertext transfer protocol if Internet>

A specific example of a figure or diagram citation from an electronic database or source is:

- Tank Waste Information Network System (TWINS), Queried 09/22/00, [Mousel, A. P., *241-AW-103 Core Profile*, 05/21/97, final revision], <http://twins.pnl.gov/documents/documents.asp>

5.0 Citing a Complete Data Table from a Database or Internet Source

The general form for citation of a complete data table from an electronic database or source is:

- Title of Database or Internet Source, Date of Query, [Title of table, description of table], <database location including server designation if HLAN or Internet hypertext transfer protocol if on Internet>

A specific example of a complete table citation from an electronic database or source is:

- Tank Waste Information Network System (TWINS), Queried 09/22/00, [Means and Confidence Intervals, contains statistical analysis data for tank content including means and variances], <http://twins.pnl.gov:8001/twins.htm>.

6.0 Citing an Electronic Spreadsheet from a Database or Internet Source

The general form for citation of a completed electronic spreadsheet or source in accordance with guidance in TFC-ENG-DESIGN-C-32 is as follows:

- The format of the number is SVF-XXXX Rev. N, where:
SVF = Spreadsheet Verification and Release Form, XXXX is a sequential four digit number, and N is a sequential numeric revision number starting at 0 for the initial release.

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ATTACHMENT F – ELECTRONIC INFORMATION CITATIONS (cont.)

A specific example of a complete electronic spreadsheet citation from an electronic database or source is:

(Example: SVF-1662, Rev.0, “NonRad 08 Emission Summary Rev0.xlsx”, Estimate Criteria and Toxic Air Pollutants from Tank Farms for CY 2008, L.L. Penn, WRPS - Environmental Approvals, R1-51, 509-373-1060 , 3/19/2009)

ATTACHMENT G – GUIDELINES FOR EDITORIAL READINESS

Before the document is delivered to the Information Services Provider for release/clearance, the document should be reviewed for consistency and format. As a minimum, the document should be spellchecked both electronically and manually before it is printed, and the contents and the lists of figures and tables should be checked for accuracy against the printed pages. The header on every page should be checked to ensure that the document number and revision number are correct. The footer on every page should be checked to ensure that the page numbering is sequential. The following guidelines may be used to ensure a document is editorially ready for release.

1. General

- Spelling correct?
- Sentences complete?
- Grammar correct?
- Correct font and font size?
- Margins correct?
- Document names in italics?
- References properly called out?
- Line and page breaks in appropriate places?
- Pages properly numbered and all pages present?
- Names used correctly/consistently (e.g., tank numbers preceded by “241-”)?
- Subscripts and superscripts used appropriately?
- Logos appropriately identified?
- Trademarks appropriately identified?
- Document numbers and tank numbers do not split?

2. Widows and Orphans

Widows and orphans are single lines of text that appear at the beginning or end of a column or page when a paragraph is split across two columns or pages. Another type of widow/orphan would be if a unit of measure is separated from its amount, a day is separated from the month, a hyphenated document numbers or identifiers has been separated, citings for figures, tables, and sections have been separated from their identifying numbers. To ensure such items are not separated, use **Widow/Orphan** control (see Microsoft Word help for instructions). Another option is to use the Control plus Shift keys plus a space or a hyphen to create a “hard space” or “hard hyphen” that prevents division between two words or pieces of words. Also avoid “stranding” only one item of list at the bottom or top of a page or separating a lead-in sentence from its corresponding list of bullets or items.

3. Tables and Figures

- Appropriately numbered and called out in text?
- Arranged in the order they are called out?
- Tables follow standard and consistent format?
- Footnotes accounted for and abbreviations defined?

ATTACHMENT G – GUIDELINES FOR EDITORIAL READINESS (cont.)

- Do table caption and header rows appear on each page of a multi-page table?
 - Does the total number of sheets appear in the caption of a multi-page table?
3. Acronyms or Abbreviations
- Defined at first use?
 - Used consistently?
4. References
- All references cited in text, all citations in text listed in references?
 - Author and year the same in the text as in the reference?
 - Document titles the same in the text and in the references?
 - Document name in italics?
 - Letter title surrounded by quotes?
 - Correct format?
 - Correct document/revision number identified?
 - Document numbers and tank numbers do not split?
5. Check pagination (page by page) for the entire document.
6. Title Page
- First page placement?
 - Correct pagination on first page?
 - The prescribed identification elements, (distribution statements, logos, or notices) are present, if no title page is feasible?
 - Disclaimers placed on back of cover page, as appropriate?
7. Check Table of Contents for consistency against the document.
- The title in the contents matches one identified in document?
 - No acronyms in titles?
 - Page numbers correct?
 - All sections, appendixes, tables and figures included?
 - Spelling correct?
 - Section names and titles conform to standard?
8. List of Tables
- Listed properly in contents page?
 - Check titles against those listed in document.

ATTACHMENT G – GUIDELINES FOR EDITORIAL READINESS (cont.)

9. List of Figures
- Listed in contents page?
 - Check titles against those listed in document.
10. List of Terms
- Called out in document at least once?
 - Used in document?
 - Complete (check acronyms for where cited)?
 - Check text for additional acronyms or terms?
 - Add terms not listed to List of Terms?

**ATTACHMENT H - PREPARATION AND IDENTIFICATION REQUIREMENTS FOR
SCIENTIFIC AND TECHNICAL INFORMATION**

(5.1.3)

The TOC is obligated to promote and ensure the availability of scientific and technical information (STI) created or obtained under the contract as a direct and integral part of the work. STI is used to satisfy DOE statutory dissemination requirements, promote scientific advancement, and ensure a fair return on DOE and taxpayer investment.

1.0 General Requirements

The Manager is the TOC STI point of contact for implementation of DOE's STI Program.

Determine appropriate release by reviewing STI generated under the contract, as appropriate, and apply any statutory or program-driven announcement (e.g., legal disclaimer, copyright notice) and/or availability restrictions, including those related to nonproliferation, national security, and export control (e.g., Official Use Only, Export Controlled Information).

Employees shall make available to DOE's Office of Scientific and Technical Information (OSTI) useful STI products (including scientific and technical computer software) resulting from scientific and technical endeavors. Each product (whether sent to OSTI or made available locally) must be in an acceptable electronic format and include an electronic announcement record (as described in DOE G 241.1-1A, "Guide to the Management of Scientific and Technical Information"). Such products include STI funded by DOE; developed under work for others and cooperative research and development agreements (unless specifically excluded in the agreement under which the work is done); and received in the conduct of DOE business, whether unclassified, sensitive, or classified. Registration with OSTI is required for STI products the registration/announcement form is located at <https://www.osti.gov/elink/241-3.jsp>.

Notify OSTI when making substantive changes to STI previously announced or when permanently removing STI from Web access, to ensure continued availability through OSTI.

Apply the requirements of this attachment (or as specified in **MSC-PRO-SEC-54603**) to subcontracts at any tier to the extent necessary to ensure compliance with these requirements.

2.0 Identification of STI

Each STI product shall contain mandatory descriptive identification features. These features shall appear on the cover or title page of text or on the face and back of the first image displayed. For text information, the identification features may be obtained through the Hanford Document Numbering System (HDNS).

Placement on non-text products depends on the physical form of the medium (see paragraph 2.4 of this attachment).

1. Unique Identifier.

- a. Information products shall be assigned an approved unique identifier from the Hanford Document Numbering System (see MSC-PRO-RM-604).

**ATTACHMENT H – PREPARATION AND IDENTIFICATION REQUIREMENTS FOR
SCIENTIFIC AND TECHNICAL INFORMATION (cont.)**

- b. Non text information products shall be assigned an approved unique identifier and controlled as appropriate for the medium in accordance with TFC-BSM-IRM_DC-C-01, TFC-BSM-IRM_DC-C-02, and TFC-BSM-IRM_AD-C-05.
- 2. Title. The title shall reflect a brief description of the subject matter covered.
 - a. Unique and specific additional information may be included in a subtitle; e.g., quarterly, semiannual, annual, final, topical, progress, thesis, reporting period, volume title.
 - b. The primary title shall be repeated on each product in a series (e.g., volume, part), using the subtitle to identify the specific subject of each volume or part.
 - c. Except for extraordinary circumstances, unclassified titles shall be used.
- 3. Date. The date that each product is issued or created shall be shown. Provide full month, full year, and the basis for the date; e.g., date compiled, date published. The day of the month is optional.
- 4. Credit. The funding source shall be credited. Usually, this is DOE.
 - a. Credit information usually takes the form of a statement concerning the contract number. Use the Washington River Protection Solutions LLC (WRPS) contract number for all prime contract deliverables and crosscutting TOC and integrated Hanford Site information products and for project-specific information products.
 - b. Identify the sponsor or program office name(s) (e.g., Prepared for the U.S. Department of Energy Assistant Secretary for Environmental Management) of all sources of DOE funding.
 - c. If prepared for a federal agency other than DOE, change the “Prepared for...” statement to the specific agency; e.g., U.S. Geological Survey, U.S. Department of Transportation. If an information product contains a federal agency-specific identifier, use the logo supplied from that agency.

3.0 Information Elements

1. Abstract.

An abstract is recommended for all STI products. The abstract is used by abstracting services and in databases and catalogs that announce, describe, point to, or contain information products.

**ATTACHMENT H – PREPARATION AND IDENTIFICATION REQUIREMENTS FOR
SCIENTIFIC AND TECHNICAL INFORMATION (cont.)**

Provide a concise (200 words or fewer, as appropriate), accurate standalone abstract of the contents of the information product. Include the subject matter, state the principal objectives and scope, summarize the results, and state the principal conclusions.

2. Cover and Title Page.

A standard cover page shall be used for text print media. Standard cover and title page templates, with binder spines if desired, are available from Microsoft Word (click on File, New/Templates/My Templates/HNF Covers tab). The draft version shall be used for review cycles before classification is determined and publication is requested. The final cover and title page shall be used for final review and publication.

- a. The cover page shall be reproduced on 120-g/m² (65-pound) cover stock; blue for the TFC, white or gray for the RL.
- b. When information is issued in a binder, the cover and spine shall be sized to fit the binder and inserted in the outer binder pockets.

3. A standard title page shall be placed as the first page in the information product except where the medium of the information determines that the title page is not feasible. The title page is typically reproduced on the same paper as the text.

- a. When information is issued in a binder, the title page shall be printed on 200-g/m² (110-pound) index white card stock with the disclaimer (see Attachment A) on the back of the title page. This shall be placed as the first page inside the binder.
- b. The title page shall be counted as “i,” but the “i” is not shown on the title page.
- c. When no title page is feasible, the identification elements prescribed in Section 1.0 of this attachment shall be placed on the face of the product.

4. For information products where a cover and title page are not feasible, the identification elements described in Section 1.0 of this attachment and MSC-PRO-SEC-54603 shall be placed on the “face” of the product:

- a. Displays. Place information in the lower right corner.
- b. Databases, microforms, audiovisuals, multimedia, video cassettes, magnetic cartridges, magnetic tapes, diskettes, audio cassettes, 16-millimeter film, video disks, CD-ROMs. Place information on first screen, frame, or page.

When the product is packaged, a sheet shall be prepared that is sized to the product to serve as a cover, title page, or face. The sheet shall hold all required information and

**ATTACHMENT H – PREPARATION AND IDENTIFICATION REQUIREMENTS FOR
SCIENTIFIC AND TECHNICAL INFORMATION (cont.)**

shall be attached to the face of the product or in the (plastic) product holder so that it is clearly visible.

5. Approval Page.

- To authorize publication of an STI product, approvals may be required by the authoring organization, the TOC, or the DOE.
- If feasible and when requested, an approval page shall be placed in the information product. Otherwise, the approval page shall be submitted with the Information Clearance Review and Release Approval form (A-6003-508) for placement in the Integrated Document Management System (IDMS), or the approvals shall be recorded on the Information Clearance Review and Release Approval Form and managed in accordance with MSC-PRO-SEC-54603.

6. Text.

Microsoft Word shall be used for text print media.

- Text point sizes shall be limited to 10 through 16 in a document. Font shall be limited to Arial or Times New Roman. Exceptions may be made for covers, viewgraphs, posters, exhibits, and special cases.
- The decimal-heading format is standard for scientific, technical, engineering, and controlled publications.

7. Metric system.

Metric units may be used depending on the type of document being prepared. Some external publications, such as journal articles, may require metric units, for example. For internal documents, standard English measurements are acceptable.

8. References.

Complete citation and credit shall be provided in a separate reference list for material or ideas contributed by sources other than the author. This requirement also applies to information excerpted from other products and information and images such as figures, tables, and photographs copied from other sources. See MSC-PRO-SEC-54603.

**ATTACHMENT H – PREPARATION AND IDENTIFICATION REQUIREMENTS FOR
SCIENTIFIC AND TECHNICAL INFORMATION (cont.)****4.0 Dissemination of Information****A. OSTI Information Types**

OSTI should be notified of any STI product that is a contract deliverable or is considered useful to others outside the originating organization. These examples are typical of STI products that are sent to the OSTI for access by other DOE sites and contractors:

- Conference papers, conference proceedings
- Declassified documents
- Direct-procurement scientific and technical information deliverables
- Engineering information; e.g., calculations, studies, reports, analyses, technical basis, evaluations, specifications
- Environmental information products; e.g., characterization reports, assessments, hazard analyses, remediation studies
- Full papers, without visual aids
- Journal article preprints or postprints
- Controlled-use Applied Technology, Protected Cooperative Research and Development Agreement (CRADA), Export Controlled Information, Foreign Trade Value, and other deliverables
- Patent information and applications
- Published books
- Scientific and technical accomplishment reports
- Technical reports; e.g., test, technical basis, system design description, analytical results, requirements comparisons, safety analyses, functional analyses, stress analyses, seismic analyses, system design descriptions, results documentation
- Thesis and dissertations
- Work-for-others deliverables

**ATTACHMENT H – PREPARATION AND IDENTIFICATION REQUIREMENTS FOR
SCIENTIFIC AND TECHNICAL INFORMATION (cont.)**

B. OSTI Information Exclusions

These are Information products normally not distributed by the OSTI:

- Administrative materials, policies, procedures, weekly or monthly reports, memoranda
- Correspondence
- Draft documents, empirical data
- Engineering drawings
- Field work proposals
- Financial information
- Proposals, predecisional information
- Public communications, brochures, catalogs, newsletters.